

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: S-14-0001

OPEN TO: All Interested Candidates

POSITION: **Human Resources Assistant, 2100066, FSN-7, FP-7**

OPENING DATE: March 7, 2014

CLOSING DATE: March 21, 2014

WORK HOURS: *Full-time; 40 hours/week*

SALARY: *Ordinarily Resident: FSN-7 (basic salary RUB 672,642 + meal allowance RUB 29,952 + bonus 1/12 of the basic salary - starting salary per year before tax)*

**AEFM/MOH/NOR: FP-7* (position grade to be confirmed by Washington)*

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED PERMANENT RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

All applications and résumés must be in English. Application received in any other language will not be considered.

The U.S. Consulate in St.Petersburg is seeking individuals for the positions of Human Resources Assistant in the Management Office.

BASIC FUNCTION OF POSITION

As the Consulate's primary liaison with the Human Resources in Moscow on Locally Employed Staff (LES) employees' issues, is first point of contact for Consulate LES on wide range of employment issues from initial recruitment process through medical and leave benefits. Assists the Management Officer in developing procedures for the Consulate's local employee program and in management of this program. In this capacity the incumbent works with all sections at Post. Primary responsibilities include keeping all LES position descriptions updated, recruitment, in-processing of new hires, managing updating of local personnel files, and serving as main liaison between the Human Resources Office in Moscow and post LES Employees.

A copy of the complete position description listing all duties and responsibilities is available in the HR Office. Please send your request to the email address: stpetersburghr@state.gov

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of 2 years of full-time post-secondary study at college is required.
2. Minimum of two year work experience in the human resources and/or Management/Administration fields is required.
3. English Level III (good working knowledge) and Russian Level IV (fluent) in both oral and written communication are required. Will be tested.
4. Thorough knowledge of Russian labor and employment law. Basic Knowledge of Russian taxation law and health insurance system and local labor market conditions. Thorough knowledge of the following basic HR practices: recruitment, interviewing, employee records management.
5. Typing skills in both English and Russian of 30 wpm. Must be able to deal with the public tactfully and effectively. Ability to organize work effectively and complete projects in a timely manner. Good knowledge of Microsoft Office Products. Excellent Customer service skills.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a security clearance.

TO APPLY

Interested candidates for this position must submit in English the following for consideration of the application:

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174); **and/or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office

Fax: 7-495-728 5244 or 7-812-331 2675;

Email: stpetersburghr@state.gov

The preferred way of receiving resumes is via email.

Due to the high volume of applications, only qualified applicants will be contacted by the HR Office.

CLOSING DATE FOR THIS POSITION: March 21st, 2014

The U.S. Mission in Russian provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Vacancy Announcement approved by Erin Concors (Acting Management Officer)

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